

A white outline of the state of Arizona is centered on a teal background. The outline has a slight 3D effect with a dark shadow on the right side.

Arizona

SFY 2006

Dictionary
and Taxonomy
of Human Services

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INTRODUCTION

The *Arizona Dictionary and Taxonomy of Human Services* is a collaborative effort to develop a common language by major funders and planners throughout the state of Arizona who participate as members of the Arizona Taxonomy Committee. The purpose of this Committee is to uniformly describe services and identify consistent terminology.

The *Arizona Dictionary and Taxonomy of Human Services* provides a program and cluster with a title and definition as well as service title, a definition and a common “Taxonomy Reporting Measure” (TRM) for all services provided by participating agencies. These program, cluster, and service titles with TRMs are to be used in planning, budgeting, contracting, reporting and evaluating all human services provided by participating agencies.

Because types of services change over time, the Arizona Taxonomy Committee (ATC) has developed a form that any agency may submit to request the adding of a new service or the changing of an existing service. This form may be found in the Appendices.

The Committee’s goal is to have all relevant state, county, city and local agencies use the *Arizona Dictionary and Taxonomy of Human Services* as a means of a common language for use in planning, budgeting, contracting, reporting* and evaluation.

The Committee operates under the following principles:

- The users of the *Arizona Dictionary and Taxonomy of Human Services* are paramount.
- The *Arizona Dictionary and Taxonomy of Human Services* is a “living” document and will be revised and updated as needed by its users.
- A common language is imperative.
- A common language helps to ensure consistent delivery of services on a statewide basis.

*Taxonomy Reporting Measures (TRM) undergo continuous review

USING THE TAXONOMY DOCUMENT

1. Identify the general kind of service you want to deliver or are delivering. This should include key words and/or phrases.
2. Use the Taxonomy Structure listings to determine the general area your service falls under; for example, Assessment/Evaluation.
3. Review the individual service titles under the general service area and identify the service title that best describes your service.
4. Go to the Taxonomy Service Definitions section and find the individual service; for example, Dental Assessment.
5. Does the definition describe the service you provide?
 - a. Yes. You have identified your taxonomy service.
 - b. No. Return to #3, #4 and #5 or
 - c. Is your service a program? Go to the listing of programs.
6. If your response is still no, call your Agency Representative listed in the Appendices.
7. If the Agency Representative is unable to resolve the service definition issues, contact the ATC Chairperson listed in the Appendices.
8. If the service is not in the taxonomy:
 - a. Complete the “Request for a New or Revised Program/Cluster/Service” form requesting an addition to the Taxonomy.
 - b. Submit the request to the Arizona Taxonomy Committee for review and approval. The ATC Chairperson has the authority, vested by the ATC, to approve new service titles and definitions on an emergency basis to ensure delivery of services.
9. If the service is in the taxonomy, but does not include all the terminology necessary for planning, budgeting, contracting, reporting or evaluation:
 - a. Complete the “Request for a New or Revised Program/Cluster/Service” form requesting a revision to the service definition. The form may be downloaded from the Taxonomy Web-site www.de.state.az.us/taxonomy.
 - b. Submit the request to the Arizona Taxonomy Committee for review and approval. The ATC Chairperson has the authority, vested by the ATC, to approve changes to service titles and definitions on an emergency basis to ensure delivery of services.

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TAXONOMY SERVICE DEFINITIONS

Absent Parent Location

H010-CI

A service that collects information about the physical whereabouts of an absent parent, or the absent parent's employer(s), and other sources of income or assets associated with the parent.

TRM: One Location

Accessible Transportation

H054-KY

A service that provides transportation to persons who have reasonable accommodation requirements.

TRM: One Trip Per Person One Way

Adapted Communication Skills Training

H053-KE

A service that provides training to assist an individual to communicate effectively using adapted communication techniques.

TRM: One Unduplicated Client

Adapted Driving Training

H053-KF

A service that provides training to assist an individual to drive a vehicle.

TRM: One Unduplicated Client

Adaptive Aids and Devices

H006-BP

A service that provides or fabricates specialized equipment that will assist persons in performing normal living skills, and any necessary installation, fitting, adjustment and training.

TRM: One Item

Adaptive Aids and Devices – Repair/Modification

H006-BQ

A service that repairs or modifies aids and devices that assist persons in performing normal living skills.

TRM: One Item

Adaptive Driving Assessment

H005-AW

A service that provides evaluations to determine an individual's need for adaptive driving aids and devices.

TRM: One Assessment

Adoption

H002-AM

A service that provides for the certification of a family, support services to the family after a child is placed and supervision of the family until the child's adoption is finalized.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Adoption Subsidy

H025-FX

A service that provides payments for special services and/or maintenance for children who might otherwise not be adopted.

TRM: One Unduplicated Client

Adult Day Care/Adult Day Health Care

H017-EA

A service that provides supervised planned care and health-related services to adults in a group setting during a portion of a 24-hour day.

TRM: One Unduplicated Client

Adult Foster Care

H004-AR

A service that provides residential care and supervision of one to four adults in a family setting.

TRM: One Unduplicated Client Per Month

Air Pollution Control

H023-FL

A service that provides measurement of the ambient atmosphere for pollutants for which there are National Ambient Air Quality Standards; prevention of ambient air deterioration through surveillance and control of ambient air pollution sources.

TRM: 60 Minutes of Staff Time

Alcohol Abuse Counseling

H016-DK

A service that provides an individual an opportunity to learn the affects of alcohol abuse and counsels the person on alternative behaviors and life styles.

TRM: One Unduplicated Client

Alcohol Screening

H049-JO

A service that provides screening for the presence of a problem associated with alcohol use.

(Note: For testing, reference Clinical Laboratory Service.)

TRM: One Screening

Alternative Communication Training

H053-KG

A service that provides for a specific curriculum that creates an opportunity for competency in recognized and accepted non-verbal medium.

TRM: One Unduplicated Client

Assisted Living Center

H004-LG

A residential care facility that provides supervisory care services, personal care services or directed care services on a continuing basis to eleven or more residents as defined by A.R.S. § 36-401.

TRM: One Unduplicated Client

Assisted Living Home

H004-LH

A residential care facility that provides supervisory care services, personal care services or directed care services on a continuing basis to ten or fewer residents as defined by A.R.S. § 36-401.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Assistive Technology Assessment

H005-AX

A service that provides evaluations to determine an individual's need for an item or equipment (other than durable medical equipment, aids and devices) to perform normal living or employment skills tasks.

TRM: One Assessment

Assistive Technology Installation

H006-BR

A service that provides inspection and installation of equipment, to assist a person in using equipment to perform living and employment skills tasks.

TRM: 60 Minutes of Staff Time

Assistive Technology Training

H053-KH

A service that provides training in the use of an item or equipment to perform normal living or employment skills tasks.

TRM: One Unduplicated Client

Attendant Care/Personal Assistance

H007-BW

A service that provides a qualified individual to supply needed services in order for an individual to remain in his/her home and/or participate in work/community activities.

TRM: One Unduplicated Client

Audio Text (Talking Book)

H012-CR

A service that provides opportunities to obtain non-printed library resources.

TRM: 60 Minutes of Staff Time

Audiology/Audiometric Assessment

H005-AY

A service that provides a variety of audiological evaluations to determine if an individual has deficiencies and may provide corrective action and/or treatment.

TRM: One Assessment

Audit

H001-AA

A service that provides a formal methodical examination and review.

TRM: 60 Minutes of Staff Time

Augmentative Communication

H012-CS

A service that provides adaptive devices or strategies to assist an individual in communicating.

TRM: One Unduplicated Client

Basic Education

H020-EL

A service that provides instruction in educational areas necessary for an individual to function effectively.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Behavior Management

H008-BX

A service that provides personal care, therapeutic supervision and direction; may include observation to prevent a person from harming self or others, assistance with activities of daily living and other household services incidental to, and consistent with, the behavioral health needs of the person.

TRM: One Unduplicated Client

Behavioral Health Assessment

H005-AZ

A service that determines and diagnoses behavioral health problems, including substance abuse and dependence as well as diagnosis and recommendations for intervention and/or treatment.

TRM: One Assessment

Behavioral Health Group Home Care

H004-AS

An Office of Behavioral Health Licensure licensed Level III Group Home, which provides 24-hour care, supervision and structured living environment for individuals.

TRM: One Unduplicated Client

Behavioral Therapeutic Activities*

H052-JZ

A service that provides therapeutic activities to persons and/or their families in a home, school, pre-school, after school, nursery/day care or other residential or non-office setting.

[*The Department of Health Services presently calls this service In Home and Community.]

TRM: One Unduplicated Client

Braille

H012-CT

A service that: converts texts to a system of writing and printing for the blind using varied arrangements of raised dots that represent letters and numbers identifiable by touch; and trains in its use.

TRM: One Unduplicated Client

Burial

H044-JF

A service that provides funeral ceremonies and interments.

TRM: One Interment

Bus Tokens/Vouchers

H038-IK

A service that provides limited public transportation to assist eligible households in meeting their basic needs.

TRM: One Unduplicated Client

Business Enterprise Operations

H022-EY

A service that provides and regulates food and other service operations in public and private buildings.

TRM: 60 Minutes of Staff Time

TAXONOMY SERVICE DEFINITIONS

Caregiver Training

H004-LF

A service that provides training to assist caregivers in performing care giving activities, decision making, and problem solving.

TRM: One Unduplicated Client

Case Management

H009-CH

A service or process that establishes a relationship with an individual or family in order to enhance their functioning and/or integration into the community. Appropriate services and/or benefits are identified, planned, obtained, provided, recorded, monitored, modified when necessary and/or terminated. This may include: assessment to determine their needs and eligibility when applying for/receiving services, assistance in finding necessary resources in addition to covered services to meet basic needs, assistance in obtaining entitlements, communication and coordination of care as well as follow-up of crisis contacts or missed appointments.

TRM: One Unduplicated Client

Cash Assistance

H025-FY

A service that provides monetary funds to eligible individuals or households.

TRM: One Unduplicated Client

Child Care

H017-EB

A service that provides supervised planned care for children during a portion of a 24-hour day.

TRM: One Unduplicated Client

Child Development Foster Care

H041-IR

A service that provides a residential setting in a family home in which the care, physical custody and supervision of a child with developmental disabilities is the responsibility of the licensee who serves as the foster parent.

TRM: One Unduplicated Client

Child Foster Care

H041-IS

A service that provides family home care and supervision to child(ren) on a 24-hour/day basis.

TRM: One Unduplicated Client

Child Support Collection and Distribution

H010-CJ

A service that handles the receipt and allocation of a payment made pursuant to a support order.

TRM: One payment

Child Support Enforcement

H010-CK

A service that uses administrative and judicial methods to locate absent parents, establish paternity, establish child support obligation and enforce child/spousal support and provision of medical insurance.

TRM: One Location

TAXONOMY SERVICE DEFINITIONS

Child Support Obligation Establishment

H010-CL

A service that follows legal processes to establish and maintain support orders.

TRM: One Support Order

Chore

H028-HI

A service that provides for heavy indoor cleaning and may include designated outdoor tasks.

TRM: 60 Minutes of Service Time

Client Access, Education and Information

H011-CO

A service that provides education, information and assistance to individuals and groups regarding the availability of, and accessibility to, human services.

TRM: 60 Minutes of Staff Time

Clinical Laboratory

H034-HS

A service that provides for conducting laboratory and radiology tests on specimens of human origin that may aid in the diagnosis, treatment and prevention of disease or for the detection of chemical substances and may include injection and body fluid extraction.

TRM: One Procedure

Clothing

H038-IL

A service that provides new or used clothing.

TRM: One Issuance

Cognitive Re-Training

H053-KI

A service that provides retraining for individuals with head injuries to recover or maintain cognitive skills using specialized/adaptive learning techniques.

TRM: One Unduplicated Client

Communicable Disease Prevention

H043-IY

A service that provides for the knowledge and dissemination of information regarding the prevention of diseases that may be transmitted to and by humans.

TRM: 60 Minutes of Staff Time

Communicable Disease Research and Investigation

H044-JG

A service that provides for the investigation and research of diseases that can be transmitted to humans.

TRM: 60 Minutes of Staff Time

Communication Skills Training

H053-LJ

A service that provides training intended to support healthy personal interaction and communication skills to meet individual, family, and/or social needs in one or more individual, family and/or social situations.

TRM: One Unduplicated Client

Community Education and Information

H011-CP

A service that provides information on, and/or instructions in, various subjects through public contact and/or meetings, printed materials and media presentations focused on a particular subject, field of interest, agency or service(s).

TRM: None

TAXONOMY SERVICE DEFINITIONS

Community Garden

H013-DB

A service that brings together members of a community to grow and maintain gardens whose produce benefits the participants, local food banks and pantries.

TRM: One Unduplicated Client

Community Work Experience

H022-FA

A service that provides unpaid work experience to individuals in a project that serves a public purpose.

TRM: One Unduplicated Client

Community Work Restitution

H045-JH

A service that provides non-compensated labor to nonprofit entities, government divisions or other charitable causes.

TRM: One Unduplicated Client

Companion Services

H014-DG

A service that provides companions and supportive services to individuals with special needs.

TRM: One Unduplicated Client

Comprehensive Youth Development

H051-JW

A service that mobilizes volunteers who are adults to carry out programs that develop the personal fitness and character of youth.

TRM: One Unduplicated Client

Computer Devices

H006-BT

A service that provides opportunities to access computer technology that will assist an individual to obtain information, develop skills, and/or perform tasks.

TRM: 60 Minutes of Staff Time

Congregate Meals

H026-GM

A service that provides for a nutritious meal containing at least 1/3 of the Recommended Dietary Allowance for an individual in a congregate setting.

TRM: One Meal

Conservatorship

H035-HW

A service that provides for court-appointed management of a person's estate.

TRM: 60 Minutes of Staff Time

Consultation

H001-AB

A service that provides professional information and advice to assist in planning, developing, implementing and evaluating individual and service programs and in providing coordination with the professional community.

TRM: 60 Minutes of Staff Time

TAXONOMY SERVICE DEFINITIONS

Coordination

H001-AC

A service that promotes efficiency through the cooperation and collaboration of multiple entities concerned with the same issue or need.

TRM: 60 Minutes of Staff Time

Crisis Counseling

H016-DL

A service that requires and provides immediate intervention.

TRM: One unduplicated Client

Crisis Services

H008-BY

A service provided to prevent, stabilize or resolve an acute or episodic change or anticipated change in a behavioral health condition that may result in the person's decompensation, relapse, hospitalization, or risk of harm to self or others.

TRM: One Unduplicated Client

Crisis Stabilization

H008-BZ

A service that provides a temporary 24-hour protected environment for individuals who are not violent or suicidal but require behavior management, counseling, medication stabilization or other therapeutic activities to reduce or eliminate an emergency situation.

TRM: One Unduplicated Client

Dental Assessment

H005-BA

A service that provides oral health maintenance/prevention, treatment of diseases, injury or dental conditions performed by dentists, dental hygienists and dental technicians for the maintenance and improvement of oral health.

TRM: One Assessment

Dental Care

H027-GU

A service that provides for the restoration of hard and soft oral tissues to functional use.

TRM: One Unduplicated Client

Detoxification

H027-GV

A service that provides for treatment in a variety of settings to manage the acute signs and symptoms of withdrawal from substances of abuse through the systematic reduction of the degree of physical dependence upon alcohol or other drugs.

TRM: One Unduplicated Client

Developmental Day Training

H053-KJ

A service that provides specialized sensorimotor, cognitive, communicative, social, interaction and behavioral training for some portion of a 24-hour day.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Developmental Disability Day Care

H017-EC

A service that provides supervised planned care, daily living skills training, and habilitation services in a group setting during a portion of a 24-hour day.

TRM: One Unduplicated Client

Diabetes Treatment, Control, Prevention and Education

H027-GW

A service that provides for a variety of interventions of various metabolic disorders.

TRM: One Unduplicated Client

Diagnostic Imaging

H027-GX

A service that provides for the examination and interpretation of studies performed in the field of diagnostic radiology, nuclear medicine, ultrasound, magnetic resonance, positron emission of tomography, computed tomography and angiography.

TRM: One Procedure

Disaster Assistance Essential Needs

H018-EE

A service that provides for the delivery of essential services during a disaster.

TRM: 60 Minutes of Staff Time

Disaster Assistance Unemployment Benefits

H018-EF

A service that provides temporary financial assistance benefits to individuals who are unemployed due to a federally declared disaster.

TRM: One Unduplicated Client

Disaster Preparedness Planning

H018-EG

A service that provides for the planning of strategies to be delivered in case of a disaster.

TRM: 60 Minutes of Staff Time

Driving Under the Influence (DUI) Education

H020-EM

A service provided to educate DUI offenders.

TRM: One Unduplicated Client

Driving Under the Influence (DUI) Screening

H049-JQ

A service that provides screening DUI offenders for the presence of alcohol or drug abuse and related problems using standardized tools and criteria.

(Note: For Testing, reference Clinical Laboratory Service.)

TRM: One Unduplicated Client

Drug Abuse Counseling

H016-DM

A service that provides an individual an opportunity to learn the effects of drug abuse and counsels the person on alternative life style habits.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Drug Maintenance

H027-GY

A service that provides maintenance drugs to achieve stabilization and prevention.

TRM: One Visit

Early Periodic Screening/Diagnosis/Treatment

H027-GZ

A service that provides periodic screening, diagnosis and treatment at the appropriate intervals to eligible individuals.

TRM: One Visit

Eligibility Determination

H021-EX

A service that provides a decision that an individual or household is or is not qualified for services or benefits.

TRM: One Unduplicated Client or Household

Emergency Food Box

H026-GN

A service that provides a package consisting of a variety of foods based on the family size intended to supply immediate physical nourishment.

TRM: One Food Box

Emergency Medical Support

H027-HA

A service that provides, after the onset of a medical condition manifesting itself by acute symptoms of sufficient severity such that the absence of immediate medical attention could place the individual's health in serious jeopardy, necessary aid.

TRM: One Visit or One Treatment

Emergency Shelter

H050-JT

A service that provides immediate shelter to persons who are without shelter or a fixed place of residence. Emergency shelter may usually be provided for a period of up to 120 days.

TRM: One Unduplicated Client

Employment Follow-up

H022-FB

A service that checks on newly employed clients for purposes of employment verification, assessment or support.

TRM: One Unduplicated Client

Employment Generating Services

H022-FC

A service that provides activities that are intended to result in the creation or expansion of job opportunities.

TRM: 60 Minutes of Staff Time

Employment Related Goods

H022-FD

A service that provides goods necessary for training and entry into employment.

TRM: One Item

TAXONOMY SERVICE DEFINITIONS

English as a Second Language

H020-EN

A service that provides instruction in practical English language skills.

TRM: One Unduplicated Client

Environmental Health Enforcement

H023-FM

A service that provides prevention of foodborne, waterborne and communicable diseases through the enforcement of public health statutes, regulations and codes.

TRM: 60 Minutes of Staff Time

Environmental Laboratory

H034-HT

A service that provides for conducting laboratory tests on biological or environmental samples.

TRM: One Procedure

Environmentally Provoked Disease and Injury Control

H023-FN

A service that provides a multi-disciplinary process to prevent the occurrence of or reduce the incidence of environmentally provoked adverse health effects.

TRM: One Assessment

Environmental Risk Assessment/Remedial Action

H023-FO

A service that discovers and/or assesses the extent and significance of non-infectious and environmental conditions in the community.

TRM: 60 Minutes of Staff Time

Family Planning

H024-FW

A service that provides assistance to individuals to voluntarily implement plans to determine the number and spacing of children.

TRM: One Unduplicated Client

Family Service Center

H013-DC

A service that provides a comprehensive array of on-site services that promotes the self-sufficiency of low-income households through case management and inter-agency collaborations.

TRM: One Unduplicated Client

Family Therapy and Counseling

H016-DN

A service that provides face-to-face therapeutic interaction with family members or significant others, with or without the presence of the enrolled person, to address the enrolled person's treatment goals. May be provided to multiple families.

TRM: One Unduplicated Family Unit

Food Administration

H026-GO

A service that provides for the storage, handling and distribution of food products.

TRM: 60 Minutes of Staff Time

TAXONOMY SERVICE DEFINITIONS

Food Distribution A service that provides transporting food to recipient agencies. TRM: 60 Minutes of Staff Time	H026-GP
Food Safety A service that provides for the proper handling of food to ensure safety. TRM: 60 Minutes of Staff Time	H026-GQ
Food Service Management A service that promotes and enhances quality food service standards of facilities and/or meal sites. TRM: 60 Minutes of Staff Time	H026-GR
Food Stamps A service that provides coupons or electronic benefit cards to low-income households to increase food purchasing power. TRM: One Unduplicated Client	H025-FZ
Furniture and Household Supplies A service that provides new or used furniture and household supplies. TRM: One Issuance	H038-IM
General Transportation A service that provides or assists in obtaining various types of transportation for specific needs. TRM: One Trip Per Person One Way	H054-KZ
Genetic Paternity Testing A service that provides for a qualified genetic examiner to test and analyze genetic samples from a mother, child and man to determine paternity. TRM: One Test	H010-CM
Group Home Care A licensed facility for the 24-hour care and supervision of individuals. TRM: One Unduplicated Client	H004-AT
Group Therapy and Counseling A service that provides face-to-face therapeutic interaction to address the enrolled person's treatment goals with a group of enrolled persons. TRM: One Unduplicated Client	H016-DO
Guardianship A service that provides for legally vested management of the property and rights of an individual who is incapable of administering his/her own affairs. TRM: 60 Minutes of Staff Time	H035-HY

TAXONOMY SERVICE DEFINITIONS

Health Assessment

H005-BB

A service that provides an assessment of an individual's physical well being and medical history to determine and diagnose physical health problems and to recommend intervention and/or treatment.

TRM: One Assessment

Health Education

H020-EO

A service that provides individual or group instruction to maintain or improve physical well being.

TRM: One Unduplicated Instruction Session

Home Buyer Assistance

H025-GB

A service that provides assistance to eligible, low-income home buyers with grant and/or loan to purchase a home.

TRM: One Unduplicated Client

Home Delivered Meals

H026-GS

A service that provides for a nutritious meal containing at least 1/3 of the Recommended Dietary Allowance for an individual, delivered to his/her place of residence.

TRM: One Meal

Home Health Aid

H027-HB

A service that provides intermittent health maintenance continued treatment or monitoring of a health condition and supportive care for activities of daily living at the individual's place of residence.

TRM: 60 Minutes of Service Time

Home Improvement Funding

H025-GC

A service that provides subsidized loans to low-income, eligible individuals for home improvements.

TRM: One Unduplicated Client

Home Management Skills Training

H053-KK

A service that provides training in activities related to routine household maintenance.

TRM: One Unduplicated Client

Home Modification/Adaptation

H028-HJ

A service that provides for alterations to a home to assist the individual to continue to reside in the property.

TRM: One Home

Home Recruitment and Study

H001-AD

A service that identifies families for either permanent placements or to provide child care services, conducts training to families and prepares the home study for licensure/certification.

TRM: One Selected Family

TAXONOMY SERVICE DEFINITIONS

Home Repair/Renovation

H028-HK

A service that provides for safety and/or structural repairs to the home.

TRM: One Home

Hospice

H029-HM

A service that provides health care and emotional support to terminally ill individuals and their families/caregivers during the final stages of life.

TRM: 60 Minutes of Staff Time

Hotel/Motel Vouchers

H038-IN

A service that provides temporary shelter to eligible families who have been displaced from their homes due to hardship.

TRM: One Unduplicated Client

Housekeeping/Homemaker

H028-HL

A service that provides assistance in the performance of routine household activities at an individual's place of residence.

TRM: 60 Minutes of Service Time

Housing Search and Relocation

H030-HN

A service that provides assistance toward locating suitable housing.

TRM: 60 Minutes of Staff Time

Immigration and Naturalization

H031-HP

A service that assists individuals in all major aspects of compliance with United States immigration and naturalization requirements.

TRM: 60 Minutes of Staff Time

Incarceration

H045-JI

A service that provides 24-hour secure custody, care, treatment and supervision of individuals committed to the State of Arizona.

TRM: One Unduplicated Client

Independent Living

H004-AU

A service that provides for individuals living independently and possessing the skills necessary to function at a minimum level of self-sufficiency.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Independent Living Assessment

H005-BC

A service that provides an assessment to determine an individual's need for assistance in understanding his or her disability and developing the tools to become more independent and confident in basic living skills.

TRM: One Assessment

Independent Living Skills

H053-KL

A service that provides interpersonal and daily living skills training and counseling to prepare individuals for independent living.

TRM: One Unduplicated Client

Individual Therapy and Counseling

H016-DP

A service that provides face-to-face therapeutic interaction to address the enrolled person's treatment.

TRM: One Unduplicated Client

Information and Referral

H011-CQ

A service that provides or arranges for assistance to individuals to enable them to gain access to services through the provision of accurate and current information and referral to appropriate resources. Referral may involve short-term supportive assistance and follow-up.

TRM: One Request

Injury and Disability Prevention

H043-IZ

A service that provides for the dissemination of information regarding the prevention of injury and disability.

TRM: 60 Minutes of Staff Time

Innovation and Demonstration Project

H032-HQ

A service that provides for the planning and implementation of new services or programs not otherwise described in the Arizona Dictionary and Taxonomy of Human Services. Such a service or program may result from new funding, local initiative and/or as a response to an unmet need. Provision of the service under this description shall be limited to a reasonable period of testing and demonstration and, if continued after such a period, shall be provided for under the appropriate service/program description established in this taxonomy.

TRM: None

Inpatient Psychiatric Facility

H027-HC

A service that provides active treatment under professional supervision for persons under 21 years of age in a JCAHO accredited Level I facility. There is no limitation of this service based on a sole diagnosis of substance abuse disorder.

TRM: One Visit or One Treatment

TAXONOMY SERVICE DEFINITIONS

Intake

H033-HR

A service that provides an evaluation to assess the needs of the person seeking information and that is necessary for referral to a direct service provider.

TRM: One Unduplicated Client

Interpreter

H012-CU

A service that provides a person or equipment to facilitate communication.

TRM: One Unduplicated Client

Job Development and Placement

H022-FE

A service that provides assistance in obtaining employment for job-ready individuals.

TRM: One Unduplicated Client

Job Modification

H022-FF

A service that provides assistance in adapting the work environment and the work duties to the needs of the eligible individual.

TRM: One Unduplicated Client

Job Training

H053-KM

A service that develops specific vocational skills.

TRM: One Unduplicated Client

Large Print

H012-CV

A service that provides enlarged print for use by individuals with low vision.

TRM: One Unduplicated Client

Learning Assessment

H005-BD

A service that provides evaluations to determine if an individual has any learning disabilities and may recommend corrective action and/or treatment.

TRM: One Assessment

Legal Assistance

H035-HZ

A service that provides consultation and representation of civil and legal matters.

TRM: 60 Minutes of Staff Time

Licensure

H001-AE

A service that determines if a program or facility meets certain set criteria that are established and enforced by a professional entity.

TRM: 60 Minutes of Staff Time

TAXONOMY SERVICE DEFINITIONS

Life Skills Training

H053-KN

A service that provides training to enable individuals to acquire basic self-care skills to meet personal, physical and social needs.

TRM: One Unduplicated Client

Loans

H025-GD

A service that provides direct or guaranteed loans.

TRM: One Loan

Long-Term Care Advocacy

H003-AP

A service that is to investigate and resolve complaints relating to administrative action that may adversely affect the health, safety, welfare and rights of individuals who are residents of long term care facilities.

TRM: 60 Minutes of Staff Time

Medical Aids

H019-EH

A service that provides goods or appliances used for ongoing medical needs.

TRM: One Item

Medical Consultation

H005-BE

A service that provides an evaluation to determine problems and/or professional information and advice to assist in planning, developing, implementing and evaluating clients and service programs and/or in providing coordination with the professional community.

TRM: One Evaluation

Medical Counseling

H016-DQ

A service that provides medical health-related advice and intervention.

TRM: One Unduplicated Client

Medical Imaging

H034-HU

A service that provides imaging for diagnosis, screening or monitoring of a behavioral health condition.

TRM: One Procedure

Medical Supplies

H036-IC

A service that provides consumable item(s) and supplement(s) to meet a medical need.

TRM: One Item

TAXONOMY SERVICE DEFINITIONS

Medically Necessary Transportation

H054-LA

A service that provides accessible emergency and non-emergency transportation to medically necessary covered service(s).

TRM: One Trip Per Person One Way

Medication Management

H042-IW

A service that provides for administering, regulating, ordering, dispensing, delivering, storing medications and/or maintaining the pharmacy in compliance with state laws.

TRM: 60 Minutes of Staff Time

Medication Review, Adjustment and Monitoring

H042-IX

A service that provides medication review to adjust and/or continue treatment for an individual.

TRM: One Unduplicated Client

Mental Health Education

H020-EP

A service that provides instruction utilizing a positive life style as the medium of instruction.

TRM: One Unduplicated Client

Mentoring

H037-IH

A service that provides positive role models that supports and guides individuals to achieve personal growth.

TRM: One Unduplicated Client

Monitoring

H015-DH

A service that checks and keeps track of contractor compliance with state, federal and contractual regulations, rules and conditions.

TRM: One Contract

Multicultural Education

H020-EQ

A service that provides instruction utilizing diversity as the medium of instruction.

TRM: One Unduplicated Client

Multilingual Education

H020-ES

A service that provides instruction utilizing a language in addition to English as the medium of instruction.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Multipurpose Center Operations

H013-DE

A service that operates facilities and maintains activities necessary for the delivery of services.

TRM: 60 Minutes of Staff Time

Neighborhood Development

H013-DF

A service that develops leadership skills and builds capacity to leverage resources that enhance the neighborhood and the residents' overall quality of life.

TRM: 60 Minutes of Staff Time

Neuropsychological Assessment

H005-BF

A service that provides psychological and neurological assessments in order to determine if brain damage exists, its impact on psychological functioning and motor skills if present and recommends treatment interventions.

TRM: One Assessment

Non-Prescription

H036-ID

A service that provides medications that do not require a physician's order.

TRM: One Item

Note Taker

H012-CW

A service generally used in a classroom or training setting, that provides an alternate method for an individual to take notes.

TRM: One Unduplicated Client

Nursing

H027-HD

A service that provides nursing intervention that may include patient care, coordination facilitation and education.

TRM: 60 Minutes of Staff Time

Nutrition Education

H020-ET

A service that provides individual or group instruction about food to maintain or improve development.

TRM: One Unduplicated Instruction Session

Nutritional Supplements

H026-GT

A service that provides specially formulated preparations prescribed by a physician that may be used in addition to the normal diet or as the sole source of nutrition to provide all or a portion of nutrients required by Recommended Daily Allowances (RDA). Supplements may be administered orally or as a tube feeding.

TRM: One Item

TAXONOMY SERVICE DEFINITIONS

Occupational Therapy

H052-KA

A service that directs the individual's participation in selected activities to restore, maintain or improve functional skills.

TRM: One Unduplicated Client

Occupational/Vocational Education

H020-EU

A service that provides instruction and/or skills training in technical, business and other trade areas. Training may be provided in a classroom or actual job setting.

TRM: One Unduplicated Client

Ombudsman

H003-AQ

A service that provides a citizen-representative who strives to protect a person who is vulnerable through advocacy, providing information and encouraging others to respect that person's rights.

TRM: 60 Minutes of Staff Time

On-The-Job Training

H053-KO

A service that provides training in an actual job setting.

TRM: One Unduplicated Client

Optical Laboratory

H034-HV

A service that prepares and provides lenses for use as optical aids and devices.

TRM: One Unduplicated Client

Oral Health Assessment

H005-BG

A service that provides an assessment of the oral health status through a review and documentation of extraoral and intraoral hard and soft tissues that may require the interpretation of information acquired through additional diagnostic procedures and patient histories.

TRM: One Assessment

Oral Health Maintenance

H043-JA

A service that is provided to maintain and preserve oral health through hygiene and various prevention techniques and to provide dental health education.

TRM: 60 Minutes of Staff Time

Orientation and Adjustment to Disability Training

H053-KP

A service that provides educational and therapeutic services to assist an individual to function more independently in the home and community.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Orientation and Mobility Training

H053-KQ

A service that provides skills training that assists a person in safely navigating an identified environment.

TRM: One Unduplicated Client

Orthotic

H019-EJ

A service that provides durable items and appliances that can withstand repeated use and are medically necessary to address an acute health condition.

TRM: One Item

Outreach

H040-IJ

A service that provides a systematic method to identify and directly contact persons in need of services.

TRM: 60 Minutes of Staff Time

Parent Aide Service

H053-KR

A service that provides a range of support services instruction and assistance to parents or caregivers to improve their skills and ability to fulfill parenting roles and responsibilities.

TRM: 60 Minutes of Service Time

Parenting Skills Training

H053-KS

A service that provides training that promotes specific parent or caregiver skills.

TRM: 60 Minutes of Service Time

Partial Care, Basic

H008-CA

A service that provides regularly scheduled program of therapeutic services, provided in a group, including Psycho/Social Rehabilitation, supportive counseling and other activities to promote coping, problem-solving, independent living and socialization skills or to prevent placement in a more restrictive setting.

TRM: One Unduplicated Client

Partial Care, Intensive

H008-CB

A service that provides regularly scheduled program of active treatment modalities, including individual, group and/or family therapy, psychiatric services and other therapeutic activities provided in a group under the direction of a psychiatrist or psychologist, to address acute or episodic behavioral health problems or to prevent placement in a more restrictive setting.

TRM: One Unduplicated Client

Pastoral Counseling

H016-DR

A service that provides for the religious and/or spiritual well being of an individual or individuals.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Paternity Establishment

H010-CN

A service that establishes paternity by legal processes prescribed by state law.

TRM: One Paternity Establishment

Patrol Service

H016-DS

A service that provides for a geographic patrol to locate persons in need of crisis care and intervention.

TRM: On Individual Contact

Peer Counseling

H016-DU

A service that provides self-help opportunities.

TRM: 60 Minutes of Service Time

Personal Care

H039-II

A service that provides assistance with personal physical needs.

TRM: 60 Minutes of Staff Time

Personal Escort

H054-LB

A service that provides an escort who transports and assists an individual to perform necessary errands away from the residence.

TRM: One Round Trip

Personal Living Skills Training

H053-KT

A service that provides training that promotes specific self-care skills.

TRM: 60 Minutes of Service Time

Pharmacy

H036-IE

A service that provides medications dispensed under the direction of a licensed pharmacist.

TRM: 60 Minutes of Staff Time

Physical Therapy

H052-KB

A service that provides treatment to restore, maintain or improve a physical function.

TRM: One Unduplicated Client

Physician

H027-HE

A service that provides medical care, within the scope and practice of medicine or osteopathy, as defined by State law or by or under the personal supervision of an individual licensed to practice medicine or osteopathy.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Placement

H002-AN

A service that provides support services and supervision to the family after a child is placed.

TRM: One Placement

Planning

H001-AF

A service that identifies and analyzes priority needs, explores options, establishes goals, and develops a course of action that will bring about a desired condition or event at some specific time in the future.

TRM: 60 Minutes of Staff Time

Policy

H015-DI

A service that develops guidelines for the development and implementation of contractual relationships.

TRM: 60 Minutes of Staff Time

Post-Secondary Education

H020-EV

A service that provides instruction in areas beyond the 12th grade, as a part of a structured academic program.

TRM: One Unduplicated Client

Prenatal Care

H027-HF

A service that provides the appropriate care for the mother of a child, prior to birth, to ensure a healthy and safe pregnancy.

TRM: One Unduplicated Client

Preschool Supplemental Services

H017-ED

A service that provides support to child care programs through referrals, training, technical assistance and provision of resources.

TRM: 60 Minutes of Staff Time

Prescription

H036-IG

A service that provides medications that require an order from a physician, a certified nurse practitioner in collaboration with a physician or a physician assistant under the direction of a physician.

TRM: One Item

Prevention, Behavioral Health

H043-JB

Psychiatric evaluation, management, consultation and other professional services provided by licensed allopathic or osteopathic physicians who are board-certified or who have completed an accredited residency in psychiatry.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Prevocational Training

H053-KU

A service that provides sensorimotor, cognitive, communicative, social interaction and behavioral training necessary for vocational activities.

TRM: One Unduplicated Client

Probation/Parole

H045-JJ

A service that provides supervision of an adjudicated juvenile or adult with specific terms/conditions, under the direction of the court.

TRM: One Unduplicated Client

Process Server

H035-IA

A service that provides for an on-call, immediate and flexible service provided by a person authorized by law to serve legal documents, who can track down individuals to be served and who will provide affidavits of service to confirm the name of the person served with documents, the address, date and time of service.

TRM: 60 Minutes of Staff Time

Professional Specialty

H001-AG

A service that allows for the provision of services not otherwise identified separately in this Arizona Dictionary and Taxonomy of Human Services that requires special expertise, knowledge or credentials in a given area.

TRM: None

Program Administration

H001-AH

A service that distributes and administers funds received for programs.

TRM: None

Program Development

H001-AI

A service that researches and/or establishes a new service(s); improves, expands, or integrates an existing service(s).

TRM: 60 Minutes of Staff Time

Program Evaluation

H001-AJ

A service that assesses systematically the impact and/or efficiency of programs.

TRM: 60 Minutes of Staff Time

Prosthetic

H019-EK

A service that provides a fabricated substitute for a diseased or a missing part of the body.

TRM: One Item

TAXONOMY SERVICE DEFINITIONS

Psychiatric Acute Care

H008-CC

A service that provides acute psychiatric treatment and/or detoxification provided in an inpatient acute care facility or licensed Level I Psychiatric Health Facility. There is no limitation of this service based on a sole diagnosis of substance abuse disorder.

TRM: One Day

Psychiatric Assessment

H005-BH

A service that provides an assessment of a person's history, mental status and functioning by a psychiatrist for the purpose of establishing a psychiatric diagnosis and/or recommending a course of psychiatric treatment.

TRM: One Assessment

Psychiatric, Behavioral Health

H008-CD

Psychiatric evaluation, management, consultation and other professional services provided by licensed allopathic or osteopathic physicians who are board-certified or who have completed an accredited residency in psychiatry.

TRM: One Unduplicated Client

Psychiatric Nursing

H008-CE

A service that provides a qualified behavioral health professional registered nurse to perform nursing services.

TRM: 60 Minutes of Staff Time

Psychological Service

H005-BI

A service that provides evaluation, consultation, testing and other professional services, which may include expert witness provided by licensed psychologists.

TRM: One Assessment

Psycho/Social Assessment

H005-LD

A service that provides for an assessment of a person's history, emotional status and current behavior in their environment for the purpose of determining the person's functioning.

TRM: One Assessment

Psycho/Social Rehabilitation

H008-CF

A service that provides remedial treatment to rehabilitate skill deficits. May include skill building in management of assaultive behavior, social integration and other activities of community and daily living.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Public Health Engineering

H023-FP

A service that provides for the enforcement of public health statutes, codes and regulations as they pertain to the design and function of sewage collection systems, waste treatment works, water supplies, water distribution systems, land subdivisions, public and semipublic swimming pools and trailer parks.

TRM: 60 Minutes of Staff Time

Publication Service

H047-JM

A service that provides materials required to communicate with the public.

TRM: One Event

Reader Service

H012-CX

A service that provides a person to read written materials aloud.

TRM: 60 Minutes of Staff Time

Real-Time Captioning

H012-CY

A service that provides real-time digital displays of a print version of speech for deaf or hard-of-hearing individuals to read the spoken word.

TRM: One Item

Reassurance

H046-JL

A service that provides a regular contact system for individuals restricted to their place of residence.

TRM: 60 Minutes of Staff Time

Regulation

H015-DJ

A service that sets standards and issues licenses, permits and certification for contractors.

TRM: One Issuance

Rehabilitation Counseling

H016-DV

A service that provides guidance and intervention for persons who have experienced a life-changing event.

TRM: One Unduplicated Client

Relinquishment and Severance

H002-AO

A service that assists biological and/or legal parents in the decision and/or process of relinquishment or termination of their rights as parents.

TRM: One Severance

TAXONOMY SERVICE DEFINITIONS

Relocation Adjustment

H025-GE

A service that provides adjustment assistance to achieve economic independence for individuals who relocate in new communities.

TRM: One Unduplicated Client

Rental Assistance

H025-GF

A service that provides subsidized rental payments for, or to, eligible, low-income individuals.

TRM: One Subsidized Unit

Representative Payee

H035-IB

A service that provides an individual with a designated representative payee in order to receive assistance or benefits.

TRM: One Unduplicated Client

Research

H001-AK

A service that entails gathering information on specific topics.

TRM: 60 Minutes of Staff Time

Residential Treatment Center

H041-IT

An Office of Behavioral Health Licensure licensed Level I or JCAHO certified Residential Treatment Center for intensive 24-hour care, supervision and psychiatric oversight of the behavioral and mental health treatment of individuals.

TRM: One Unduplicated Client

Respiratory Therapy

H052-KC

A service that provides treatment to restore, maintain or improve breathing.

TRM: One Unduplicated Client

Respite, Behavioral Health

H048-CG

A service that provides planned, short-term therapeutic care, consistent with the behavioral health needs of the person, to supplement behavioral health care, to provide a safe living environment and/or to support family and other caregivers for the benefit of the person.

TRM: One Unduplicated Client

Respite Care

H048-JN

A service that provides short-term care and supervision consistent with the health needs of the person to supplement care to provide a safe living environment and/or to support or relieve caregivers for the benefit of the person.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Room and Board

H004-AV

A 24-hour day service that provides for a safe and healthy living environment that meets the physical needs of an individual.

TRM: One Day

Screening, Behavioral Health

H049-JR

A brief face-to-face assessment of behavioral health status with preliminary recommendations for covered services including the need for further evaluation or determination that no behavioral health need exists. Screening includes identification of and early intervention to persons who are at risk for the development or emergence of behavioral health disorders.

TRM: One Unduplicated Client

Self-Help Group

H016-DW

A service that provides peer intervention in a group setting.

TRM: 60 Minutes of Service Time

Sexual Abstinence

H043-JC

A service that provides for the presentation of information regarding the reasons not to engage in sexual activity prior to or outside of marriage.

TRM: 60 Minutes of Staff Time

Shelter Care and Supervision

H050-LE

A service that provides emergency short-term care and supervision available on a 24-hour basis.

TRM: One Unduplicated Client

Sheltered Employment

H022-FG

A service that provides a controlled and protected work environment, additional supervision and other supports for individuals engaged in remunerative work either in a sheltered workshop or in the community.

TRM: One Unduplicated Client

Simple Language Materials

H012-CZ

A service that provides written communications or materials in simple language at a lower literacy level to assist individuals with limited reading skills.

TRM: One Unduplicated Client

Skilled Nursing Facility

H027-HG

A service that provides skilled nursing care, residential care and supervision to persons who need nursing service on a 24-hour basis, but who do not require hospital care under the daily direction of a physician.

TRM: One Day

TAXONOMY SERVICE DEFINITIONS

Social Adjustment

H051-JX

A service that instructs multiple domains of a person's life for improved functioning.

TRM: One Unduplicated Client

Socialization and Recreation

H051-JY

A service that promotes mentally and emotionally healthy interaction between participants and that may be organized around leisure activities.

TRM: One Unduplicated Client

Specialty Construction

H023-FQ

A service that provides for the delivery of technical and engineering services for siting, design and construction of wells and pollution control facilities; and the removal and disposal of environmental contaminants.

TRM: One Pollution Control Abatement Facility

Speech Therapy

H052-KD

A service that provides evaluations, program recommendations and/or treatment/training in receptive and expressive language, voice, articulation and fluency.

TRM: One Unduplicated Client

Staff Development and Training

H053-KV

A service that provides an organized method of improving needed staff skills.

TRM: None

Substance Abuse Assessment

H005-BK

A service that provides for the assessment of an individual to determine substance abuse and dependence and recommend interventions and treatment.

TRM: One Unduplicated Client

Substance Abuse Screening

H049-JS

A service that provides for the screening of an individual to determine the presence of alcohol or drug abuse. (Note: For Testing, reference Clinical Laboratory Service.)

TRM: One Screening

Supplemental Payments

H025-GG

A service that provides services and/or benefits to eligible individuals who are aged, blind or have a disability who receive Supplemental Security Income.

TRM: One Unduplicated Client

Supplemental Provisions

H038-IO

A service that provides supplemental food, clothing, toys, vouchers or household supplies to individuals. This service is intended to supplement individuals on a non-emergency basis.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Supported Employment

H022-FH

A service that provides job development, assistance in matching the individual with an integrated competitive job and intensive time-limited supports to an employed individual once placed.

TRM: One Unduplicated Client

Supported Employment, Extended

H022-FI

A service that provides long-term, on-going support services for an employed individual.

TRM: One Unduplicated Client

Supported Housing Services

H030-HO

A service that assists a person to obtain and maintain housing in an independent community setting. Does not include rental assistance or other housing costs.

TRM: 60 Minutes of Staff Time

Supportive Assistance to Separated Families

H016-DX

A service that provides general supportive assistance to members of families who are separated from each other by great distances.

TRM: One Unduplicated Client

Supportive Intervention/Guidance Counseling

H016-DY

A service that provides supportive intervention and/or guidance.

TRM: One Unduplicated Client

Surveillance

H023-FR

A service that provides a systematic process for monitoring the frequency, location and demographic characteristics relating to specific diseases or conditions in order to identify trends and determine necessary intervention and prevention measures.

TRM: 60 Minutes of Staff Time

Telecommunication

H012-DA

A service that provides for communication over distance using electronic equipment such as telephones, television and computers.

TRM: One Item

Therapeutic Foster Care Service

H008-LI

A service provided by foster care parents/family who have received specialized training to address the behavioral health needs of person(s) residing in their home.

TRM: One unduplicated Client

Therapeutic Group Home

H041-IU

An Office of Behavioral Health Licensure licensed Level II Therapeutic Group Home that provides 24-hour care, supervision and behavioral and mental health treatment of individuals.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Tobacco Education and Prevention

H043-JD

A service that provides for the presentation of information on the impact of tobacco use.

TRM: 60 Minutes of Staff Time

Tracking

H045-JK

A service that keeps track of a person through personal, phone or other electronic contact.

TRM: One Unduplicated Client

Transitional Employment Training

H053-KW

A service that provides for the supervision of and assistance to a person in the workplace.

TRM: One Unduplicated Client

Transitional Housing

H050-JU

A service that provides long-term shelter for a period of up to two years to homeless persons, who are sufficiently stabilized to pursue some level of self-sufficiency, but may require additional supportive services. The goal of this service is to facilitate movement to permanent housing.

TRM: One Unduplicated Client

Transitional Shelter

H050-JV

A service that provides short-term care.

TRM: One Unduplicated Client

Travel Reduction

H023-FT

A service that provides for the development, approval and implementation of plans that encourage the reduction of single-occupancy commuter travel.

TRM: 60 Minutes of Staff Time

Tutoring

H020-EW

A service that provides additional, special or remedial private instruction.

TRM: One Unduplicated Client

Unaccompanied Minors Service

H041-IV

A service that provides foster care provisions for refugee minors who are in the United States without a qualified parent or legal guardian.

TRM: One Unduplicated Client

Unemployment Compensation

H025-GH

A service that provides financial assistance benefits to eligible, unemployed individuals based on their prior earnings.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Unemployment Insurance Shared Work

H025-GI

A service that provides a partial payment of unemployment insurance benefits to individuals whose hours of work have been reduced.

TRM: One Unduplicated Client

Unemployment Interstate Benefit Payment Plan

H025-GJ

A service that provides financial assistance benefits to unemployed individuals absent from the state (or states) in which benefits credits have been accumulated.

TRM: One Unduplicated Client

Unemployment Trade Readjustment Act

H025-GK

A service that provides financial assistance benefits to individuals whose unemployment is a direct result of lack of business caused by foreign imports.

TRM: One Unduplicated Client

Utility Assistance

H025-GL

A service that provides financial and/or non-financial aid to meet residential public service needs.

TRM: One Household

Vector Control

H023-FV

A service that provides for the prevention of arthropod-borne disease through the surveillance and control of arthropod vectors and vertebrate reservoirs of vector-borne disease.

TRM: 60 Minutes of Staff Time

Vehicle Modification

H006-BU

A service that provides modifications of a vehicle to assist an individual to drive or be transported in his/her own or a relative's vehicle.

TRM: One Vehicle

Ventilator-Dependent Services

H027-HH

A service that is provided to individuals who are medically dependent on a ventilator for life support.

TRM: One Unduplicated Client

Violence Prevention

H043-JE

A service that provides for knowledge of the cause and effect of violent behavior and presents appropriate alternative behavior strategies.

TRM: 60 Minutes of Staff Time

Vision Assessment

H005-BL

A service that provides for the examination of the eye and ocular function.

TRM: One Assessment

TAXONOMY SERVICE DEFINITIONS

Visual, Auditory or Other Devices

H006-BV

A service that provides equipment that assists an individual to communicate.

TRM: One Item

Vital Records

H001-AL

A service that provides for the administration, education and enforcement of the Arizona Revised Statutes pertaining to the registration of certificates of live births, deaths and fetal deaths and issuance of appropriate permits.

TRM: One Processed Certificate or Permit

Vocational Assessment

H005-BN

A service that seeks to identify, analyze and evaluate, through subjective and objective instruments, an individual's employment/vocational skills, interests and potential success in a particular field or job.

TRM: One Assessment

Vocational Counseling

H016-DZ

A service that provides assistance in determining a person's employment direction.

TRM: One Unduplicated Client

Volunteer Services

H055-LC

A service that provides coordination of volunteer activities.

TRM: 60 Minutes of Staff Time

Weatherization

H038-IP

A service that provides repairs, reconditioning, replacement or restoration of deficiencies in the home with emphasis on heating and cooling of the living space.

TRM: One Dwelling Unit

Work Adjustment Training

H053-KX

A service that provides training in the meaning, value and demands of work and in the development of positive attitudes toward work.

TRM: One Unduplicated Client

Work Experience

H022-FJ

A service that provides work situations and support services to foster and promote the transition to employment.

TRM: One Unduplicated Client

TAXONOMY SERVICE DEFINITIONS

Work Internship/Exploration

H022-FK

A service that provides individuals with unpaid job exposure to aspects of the work place and familiarity with various career areas. This service may also provide orientation to the world of work such as career counseling, stress management/conflict resolution; job awareness/exploration and volunteer or job shadowing experiences.

TRM: One Unduplicated Client

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

Programs and Clusters provide a mechanism for agencies to plan, budget, contract, report and evaluate within and on behalf of their agency at this level. *Clusters* are groupings of like services. *Programs* are predefined groups to which services can be added in order to accommodate the needs of the agency.

Programs are identified by the code “HP.” Clusters are identified by the code “H.”

ADMINISTRATIVE SERVICES

H001-00

Services that enable the effective administration and receipt of services.

ADOPTION SERVICES

H002-00

Services that provide for the selection of a family, placement and supervision of a child until an adoption is finalized.

ADVOCACY

H003-00

Services that take action to protect the rights of individuals and ensure they receive appropriate services and benefits or to seek needed changes in the law and/or administrative rules to protect the rights of individuals and ensure adequate service levels.

ALTERNATIVE RESIDENTIAL SERVICES

H004-00

An alternative setting to an individual's own home that is licensed or certified to provide one or more of the following: room and board, health care, health related services, behavioral health services and/or habilitation for residents on a continuing basis. The setting is not a licensed nursing care institution.

ASSESSMENT/EVALUATION

H005-00

Services that provide an evaluation to identify and analyze problems, needs and/or assets and may recommend corrective action and/or treatment.

ASSISTIVE TECHNOLOGY SERVICES AND DEVICES

H006-00

Services that provide equipment to assist persons in performing living and employment skills tasks.

BEHAVIORAL HEALTH

H008-00

Services that provide for psychiatric, psychological and behavioral therapy intervention.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

CHILD SUPPORT

H010-00

Services that locate absent parents, establish paternity, establish child support obligation and collect and distribute child/spousal support.

CLIENT INFORMATION

H011-00

Services that provide information necessary to access services.

COMMUNICATION SERVICES AND DEVICES

H012-00

Services that provide for alternative forms of communications.

COMMUNITY ACTION SERVICES PROGRAM

HP01-00

Services provide assistance and assess the needs of low-income clients to determine the incremental steps the client must take to move toward economic self-sufficiency. Services available include, but are not limited to: Coordination, Community Services, Case Management, Utility Assistance and Weatherization.

COMMUNITY SERVICES

H013-00

Services that provide a range of activities that have a measurable and major impact on causes of poverty.

COMPREHENSIVE SERVICE DELIVERY

HP02-00

Services provide two or more of the following services that assist individuals in accessing or receiving services: Protective Services, Counseling, Home Care, Home Management Training, Reassurance, Home Repair/Adaptation/Renovation, Transportation, Parent Aide Service and Case Management.

CONSUMER-RUN SERVICES

HP03-00

Supportive behavioral health services staffed by consumers that may provide socialization, recreation and advocacy.

CONTRACT MANAGEMENT

H015-00

Services that provide for the elements of agreements between two or more parties.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

COUNSELING/CONSULTATION PROGRAM

HP04-00

Services provide counseling and professional consultation.

COUNSELING/INTERVENTION

H016-00

Services that provide for a wide range of personal, interpersonal, situational and functional guidance.

CRISIS SHELTER SERVICES

HP05-00

Services provide assistance to abused individuals or families. Services include, but are not limited to: both shelter and counseling.

DAY AND EVENING SUPPORT

HP06-00

Services provide training, supervision, therapeutic activities and as appropriate, counseling to promote skill development in education, independent living, self-care, communication and social relationships, during a portion of a 24-hour day.

DAY CARE

H017-00

Services that provide for, and support the provision of, supervised planned care during a portion of a 24-hour day.

DAY TREATMENT AND TRAINING

HP07-00

Services provide training, supervision, therapeutic activities and as appropriate, counseling, to promote skill development in independent living, self care, communication and social relationships.

DISASTER PREPAREDNESS AND RELIEF

HP08-00

Services provide planning for and assistance to persons who are deprived of essential needs of life because of natural and man-induced disasters. The major program elements include preparedness planning and direct supportive services.

DISASTER RESPONSE SERVICES

H018-00

Services that provide for the planning and delivery of services to persons who are in need of assistance due to natural or man-induced disasters.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

DOMESTIC VIOLENCE

HP09-00

Services provide assistance to an abused individual or families. Services available include: shelter, supportive, prevention strategies, training, victim's rights and victim's compensation, coordination, crisis counseling, case management, advocacy, planning, program development, program evaluation, supported employment, life skills training, law enforcement and prosecution.

DURABLE MEDICAL EQUIPMENT, AIDS AND DEVICES

H019-00

Services that provide durable items and appliances that can withstand repeated use and are medically necessary.

EARLY INTERVENTION

HP10-00

Services provide activities to meet and enhance the developmental needs of children or families. Services may include, but are not limited to: managed and/or health care services, family support and preservation.

EDUCATION

H020-00

Services that provide knowledge or skills obtained or developed by a learning process.

EMERGENCY HUMAN SERVICES

HP11-00

Services respond to crises-related situations where there is an inability to provide for the basic needs. Services may include, but are not limited to: case management, financial and referral.

EMPLOYEE ASSISTANCE PROGRAM

HP12-00

Services assist employees with personal problems, which may negatively impact job performance and productivity. It provides consultation for employees, managers and supervisors to be effective in working with troubled employees and traumatic work incidents.

EMPLOYMENT RELATED SERVICES

HP13-00

Services provide outreach, intake, eligibility, placement and follow-up activities in support of obtaining employment. Services may include, but are not limited to: occupational/vocational education, assessment, basic education, work experience, counseling, case management, job development and placement, work adjustment training, supported employment, supported employment extended, work exploration, and pre-vocational training.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

EMPLOYMENT SERVICES

H022-00

Services that provide activities and assistance in support of finding, entering or retaining a job for individuals or groups.

ENVIRONMENTAL HEALTH

H023-00

Services to improve and protect the health status of the environment and the general population.

EXEMPLARY YOUTH WORK PROGRAM

HP14-00

Services provide various employment-related training activities for youth. Services may include, but are not limited to: occupational/vocational education, assessment, basic education, work experience, counseling, case management and job placement.

FAMILY CAREGIVER SUPPORT PROGRAM

HP56-00

A program that provides a multifaceted system of support services to family caregivers. Services include, but are not limited to: outreach, community education and information, information and referral, case management, general transportation, supportive intervention/guidance counseling, peer counseling, caregiver training, respite care, home repair/renovation, adaptive aids and devices, and innovation and demonstration project.

FAMILY SUPPORT, PRESERVATION AND REUNIFICATION

HP15-00

Services provide various activities, which assist in supporting and enhancing the family unit and preserving and reunifying the family through a continuum of family-centered services that are comprehensive, coordinated, community based, accessible and culturally responsive.

FINANCIAL ASSISTANCE

H025-00

Services that provide some form of money to meet the cost of necessities.

FOOD AND NUTRITION SERVICES

H026-00

Services that provide food and nutritional needs.

HABILITATION SERVICES

HP16-00

Services provide a variety of interventions designed to maximize the functioning of persons with developmental disabilities. Services may include, but are not limited to: habilitative therapies, special developmental skills, behavior intervention and sensorimotor development.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

HEAD START

HP17-00

Services provide comprehensive health, nutritional, educational and social services to primarily low-income children and their families. There is direct participation of parents in the development and direction of the program, which supports and enhances the parental role.

HEALTH CARE/MEDICAL

H027-00

Services that provide care to maintain, improve and/or prevent further deterioration of a person's health.

HOME CARE

HP40-00

Services provide individuals who are at risk of institutionalization with coordinated in-home support needed to remain at home. Services may include, but are not limited to: attendant care/personal assistance, housekeeping/homemaker, chore, home health aid, personal care, respite and nursing services.

HOME MAINTENANCE

H028-00

Services that help prepare and/or maintain an adequate and safe living environment.

HOMELESS

HP19-00

Services provide assistance to homeless individuals or families. Services may include, but are not limited to: Shelter, Coordination, Transportation and Planning.

HOME RECRUITMENT, STUDY AND SUPERVISION

HP18-00

Services provide for recruitment, study, training, monitoring, supervision and recommendation for certification or licensure of families for permanency placement or for child care.

HOUSING SUPPORT SERVICES

H030-00

Services that focus on providing the necessary supports to locate and maintain a home.

HUNGER

HP20-00

Services provide the availability of food to individuals and families in need and allow for coordination of various organizations to distribute the necessary food. Services may include, but are not limited to: food administration and coordination.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

INDEPENDENT LIVING PROGRAM

HP55-00

Services that provide for individuals or families to live independently.

IN-HOME FAMILY SUPPORT

HP22-00

Services provide coordinated support services that will assist the family to remain intact or an individual to remain in his/her home.

INTENSIVE FAMILY PRESERVATION AND REUNIFICATION SERVICES

HP23-00

Services provide intensive crisis-oriented activities to families whose children are at significant risk of out-of-home placement due to abuse and/or neglect in order to allow those children to safely remain in their own home. Services may include, but are not limited to: counseling, communication and negotiation skills, parenting skills training, home management skills, job readiness training, case management, and development of linkages to community resources.

INTENSIVE SUPERVISION AND TRACKING

HP24-00

Services provide structure through a variety of casework activities, which include, but are not limited to: intensive, directive and structured monitoring; tracking and supervision; group-family-individual counseling; advocacy, including educational and legal, referral services, recreation, transportation, family services, vocational services and crisis/family intervention. Emergency financial assistance may also be provided.

INTERMEDIATE CARE SERVICES/MR

HP21-00

Services provide health, habilitative services and active treatment of individuals with developmental disabilities.

LABORATORY SERVICES

H034-00

Services that perform a procedure as an aid in diagnosis and treatment.

LEGAL SERVICES

H035-00

Services that provide for consultation and information based on law.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

LONG -TERM CARE

HP25-00

Services provide for a broad range of medical, health related, personal and supportive services for an extended period of time that are needed by individuals who have lost some capacity for self-care.

MANAGED HEALTH CARE

HP26-00

Services provide an opportunity for the assessment, coordination, delivery, support services and efficiency of various health services.

MEDICAL ALERT SYSTEM

HP27-00

Services provide access to emergency assistance by means of an electronic alert system for vulnerable individuals who live alone or are left alone for an extended period.

MEDICATION

H036-00

Services that provide for prescription and non-prescription drugs.

NON-FINANCIAL ASSISTANCE

H038-00

Services that provide assistance in the form of goods or services and do not result in cash payment.

OUT-OF-HOME SERVICES

H041-00

Services that are provided on a 24-hour/day basis, to individuals outside their primary residence.

PHARMACEUTICAL MANAGEMENT

H042-00

Services that provide for the management and administration of medications.

PRE-PETITION SCREENING, COURT ORDERED EVALUATION AND TREATMENT

HP28-00

Services provide screening, evaluation and treatment associated with involuntary commitment pursuant to A.R.S. Title 36, Chapter 5, Articles 1 through 9, consistent with the provisions of A.R.S. Title 36, Chapter 5, Article 6.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

PREVENTION

H043-00

Services that provide for planned efforts to prevent specific conditions, illnesses, injuries or environmental hazards that could place an individual, group or community at risk for a negative social, physical, behavioral or health outcome.

PROFESSIONAL FAMILY FOSTER CARE

HP29-00

Services provide, in a family-based home, care and supervision of a child on a 24-hour basis and include specialized care and support services, which are the responsibility of the licensee who serves as the foster parent.

PROTECTIVE SERVICES

HP30-00

Services provide support to individuals who are in abusive, self-neglect or vulnerable situations. Services may include, but are not restricted to: financial, shelter, legal, counseling, information and referral and follow-up.

PUBLIC HEALTH

H044-00

Services that encompass the science and practice of protecting and improving the health of a community.

PUBLIC SAFETY

H045-00

Services that focus on protecting an individual or a group from danger, risk or injury.

RAPID RESPONSE SERVICE

HP31-00

Services provided to companies and their employees experiencing plant closures and/or mass layoffs.

REFUGEE PROGRAM

HP32-00

Services provide for the effective resettlement of refugees and to assist refugees to achieve economic self-sufficiency as quickly as possible. Services available include, but are not limited to: case management, English as a second language, relocation adjustment, job development and placement, coordination, consultation, transportation, program development, nursing services, dental assistance, medical assistance, unaccompanied minors service, work adjustment training, job training and community education information.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

REHABILITATION INSTRUCTIONAL SERVICES

HP33-00

Services provide training in community living skills and activities directed toward personal and social adjustment.

RESIDENTIAL LIVING AND DEVELOPMENT

HP34-00

Services provide for varying degrees of residential care, supervision, counseling and training in activities of daily living.

RESIDENTIAL SERVICES

HP35-00

Behavioral health services provided in an array of licensed out-of-home living environments to meet therapeutic goals for the person. Includes therapeutic group homes, crisis stabilization and detoxification facilities, therapeutic foster care and other facilities that provide a supportive, protective environment, improve or stabilize the person's behavioral health, systemically reduce dependence on alcohol and other drugs or prevent placement in a more restrictive environment.

RESPITE

H048-00

Services that provide different types of respite.

SCREENING

H049-00

Services that provide different types of human service screenings.

SHELTER

H050-00

Services that provide for care, refuge and protection.

SOCIAL DEVELOPMENT

H051-00

Services that provide structure and instruction, designed to promote improved social functioning.

SPECIALIZED SUBSTANCE ABUSE TREATMENT

HP36-00

Services provide an array of structured interventions to reduce or eliminate abuse and dependence on alcohol and other drugs and to address other adverse conditions related to substance abuse. Interventions are provided in a range of outpatient, inpatient and residential settings and can include detoxification, methadone maintenance and recovery support services.

ALPHABETICAL LISTING OF HUMAN SERVICE PROGRAMS AND CLUSTERS

STATE HEALTH INSURANCE INFORMATION, EDUCATION AND FRAUD PROGRAM

HP37-00

Services provide health; long-term care insurance information, education, counseling and assistance to Medicare Beneficiaries, their families, caregivers and social professionals to ensure the provision of accurate and current information and referral to appropriate resources and to reduce fraud in the systems.

SUPERVISED EMPLOYMENT

HP38-00

Services provide for training in an area of employment under guidance of a trained supervisor.

THERAPIES

H052-00

Services that provide modalities to improve an individual's functioning.

TRAINING

H053-00

Services that are organized with specific skill instruction designed to produce a measurable outcome.

TRANSPORTATION

H054-00

Services that promote or provide mobility.

VOCATIONAL BEHAVIORAL HEALTH

HP39-00

Services prepare the person for, or to maintain, competitive employment. Activities include, but are not limited to: vocational screening, evaluation and training, and sheltered or supported employment.

APPENDIX I

TAXONOMY REPORTING MEASURE

The Taxonomy Reporting Measure (TRM) is used for reporting purposes within the context of the Taxonomy. It is defined as a measure that provides a uniform, consistent indicator of a human service. The TRM is only one of several service indicators and is not intended to measure all aspects of a service, nor is the TRM intended to be used as the contracting (billing/payment) unit. However, coincidentally, one may find that the TRM and contracting unit may be identical.

If a funding agency uses the TRM as a contracting unit, coincidentally or otherwise, responsibility for the usage of that contracting unit rests with the funding agency and is outside the purview of the Arizona Taxonomy.

In developing the Taxonomy Reporting Measure, the Arizona Taxonomy Committee considered a variety of possible reporting measures. Those measures include input, throughput, output and outcome. Any new service to the Arizona Taxonomy of Human Services must include a Taxonomy Reporting Measure (TRM). A few examples of types of TRMs are listed below:

TRM COMPONENT	DEFINITION	MEASURE
I. Input	Raw materials	A. Available time measures the amount of time available to deliver a service, including administrative activities. 1. One month equals one calendar month.
II. Throughput	Process	A. Staff time measures the time engaged in activities with a client or on behalf of a client. 1. 60 minutes equals one hour. 2. One day equals three hours or more within a 24-hour period. 3. One residential day or one inpatient day is determined as follows: a. If an individual is receiving services at 11:59 p.m. of any day, that day is considered a full service day. b. If the individual stays for only a partial day, the day of intake is considered one full service day. c. If, on the day of exit, the individual leaves prior to 11:59 p.m., no part of the day is counted.

III.	Output	Products	B.	Service time measures the time engaged in activities directly with a client.
			A.	Individuals - a person who received a service, e.g., one unduplicated client in a program year.
IV.	Outcome	Results	B.	Item - a tangible object or materials, e.g., payment, cases processed.
			A.	Increased self-sufficiency.
			B.	Improved functioning

The Arizona Taxonomy Committee recognizes that the best reporting TRM is an outcome measurement; however, due to the current state of reporting, output measures are more readily available. Therefore, preference will be given to output measures. Where output measurement is not feasible, input and throughput measures may be used.

The time based TRMs report the actual, rather than projected time. This does not preclude the optional use of projections for planning and budgeting purposes.

APPENDIX II
EXECUTIVE ORDER
NO. 88-26

STATE OF ARIZONA'S TAXONOMY OF HUMAN SERVICES

Designating the Department of Economic Security as the State Agency responsible for the State of Arizona's Taxonomy of Human Services.

WHEREAS, the purpose of a taxonomy of services is to uniformly describe services and identify consistent terminology for use in planning, budgeting, contracting, reporting and evaluating; and

WHEREAS, the use of a taxonomy of services enables organizations to gather and report comparable data regarding the level and types of services provided and/or purchased and expenditures related to those services; and

WHEREAS, major funders contract with multiple providers, impacting the delivery of human services in Arizona; and

WHEREAS, the existing Arizona Taxonomy Committee, comprised of major funders and planning bodies, describes services and is presently chaired by the Department of Economic Security;

NOW THEREFORE, I, Rose Mofford, Governor of the State of Arizona, do hereby designate the following responsibilities:

1. The Department of Economic Security shall be the official State Agency responsible for the annual development, implementation and maintenance of the Arizona Taxonomy of Human Services, in cooperation with the Arizona Taxonomy Committee. The Director of the Department of Economic Security shall have the final authority to resolve policy issues.
2. A Designee of the Director of the Department of Economic Security shall chair and staff the Arizona Taxonomy Committee and implement operating procedures defining the taxonomy process, in cooperation with the Arizona Taxonomy Committee.
3. The Arizona Taxonomy Committee shall use the agreed upon operating procedures and criteria in adding, revising or deleting services from the Arizona Taxonomy of Human Services. An exception appeals process shall be established by the Director of the Department of Economic Security for reconsideration of issues.
4. Representatives of the Departments of Economic Security, Health Services, Corrections (Juvenile Community Services), Commerce, and the Arizona Health Care Cost Containment System shall participate as active members of the Arizona Taxonomy Committee.
5. The Director of the Department of Economic Security shall invite representatives of the Department of Education and the Arizona Supreme Court to participate as active members of the Arizona Taxonomy Committee.

6. The Director of the Department of Economic Security shall invite to participate as active members of the Arizona Taxonomy Committee, representatives of, but not limited to, the following organizations:

Regional Councils of Governments
Cities and Towns (Fundors Only)
Counties (Fundors Only)
United Ways
Area Agencies (Non-Councils of Government)
Data Network for Human Services

7. The state agency members of the Arizona Taxonomy Committee shall use the Arizona Taxonomy of Human Services for planning, budgeting, contracting, reporting and evaluating purposes. As a condition of membership, the other members of the Arizona Taxonomy Committee shall use the Arizona Taxonomy of Human Services for planning, budgeting, contracting, reporting and evaluating purposes. All members of the Arizona Taxonomy Committee shall require their contractors to use the Arizona Taxonomy of Human Services for reporting and contracting purposes.

8. The implementation schedule to be followed by all members shall be as follows:

SFY 1989 - For Planning Purposes.

SFY 1990 - For FY 1991 Budgeting Purposes.

SFY 1991 - For Contracting, Reporting and Evaluation Purposes.

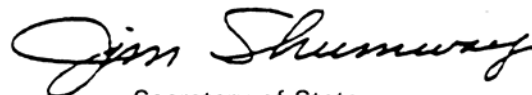
IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona



GOVERNOR

DONE at the Capitol in Phoenix on this twenty third day of November in the Year of Our Lord and of the Independence of the United States of America the Two Hundred and Ninth.

ATTEST:



Secretary of State

APPENDIX III

ARIZONA TAXONOMY COMMITTEE

ORGANIZATION AND BYLAWS

I. Name and Purpose

The name of the committee responsible for the development, maintenance and dissemination of the *Arizona Dictionary and Taxonomy of Human Services* (in furtherance of the Governor's Executive Order 88-26) shall be the ARIZONA TAXONOMY COMMITTEE (ATC).

The purpose of the Committee is to uniformly describe services and identify consistent terminology.

II. Participating Organizations

A. Membership in the ATC is restricted to Participating Organizations. [See D.]

B. Participating Organizations include:

1. Departments of the State listed in Executive Order 88-26;
2. Departments of the State not identified in the Executive Order that have requested membership and support the concepts and principles of the *Arizona Dictionary and Taxonomy of Human Services*;
3. Cities and towns that fund human services, have requested membership and support the concepts and principles of the *Arizona Dictionary and Taxonomy of Human Services*;
4. Counties that fund human services, have requested membership and support the concepts and principles of the *Arizona Dictionary and Taxonomy of Human Services*;
5. Public bodies responsible for planning, organizing or funding human services within a region of the state (e.g. Councils of Governments (COGs), Service Delivery Areas (SDAs), Area Agencies on Aging (AAA) that have requested membership and support the concepts and principles of the *Arizona Dictionary and Taxonomy of Human Services*;
6. Other funders, information and referral agencies, research organizations, etc. that have requested membership and support the concepts and principles of the *Arizona Dictionary and Taxonomy of Human Services*.

C. Organizations that presently have official membership on the ATC include:

State Agencies:

- Department of Economic Security (ADES)
- Department of Health Services (ADHS)
- Department of Juvenile Corrections (ADJC)
- Department of Commerce (ADC)
- Arizona Health Care Cost Containment System (AHCCCS)
- Arizona Supreme Court
- Department of Education (ADE)
- Department of Administration – State Procurement Office

Councils of Governments (COGs):

- Maricopa Association of Governments (MAG)
- Pima Association of Governments (PAG)
- Northern Arizona Council of Governments (NACOG)
- Central Arizona Association of Governments (CAAG)
- Southeastern Arizona Governments Organization (SEAGO)
- Western Arizona Council of Governments (WACOG)
- Inter Tribal Council of Arizona, Inc.

Area Agencies on Aging:

- Region 1 Area Agency on Aging
- Pima Council on Aging
- Pinal/Gila Council for Senior Citizens
- Navajo Area Agency on Aging

Counties:

- Maricopa County
- Coconino County

Cities and Towns:

- City of Phoenix

Local Participating Agencies:

- Valley of the Sun United Way
- Mesa United Way
- Pima Health System

- D. Organizations that are not currently members may submit requests for formal membership as a “Participating Organization” to the Chairperson of the ATC. Membership status is subject to agreement of the ATC and concurrence by the Director of DES.

- E. Obligations of Participating Organizations:

Participating Organizations are responsible for:

- Promoting the goal and principles of the Governor’s Executive Order 88-26 on which the *Arizona Dictionary and Taxonomy of Human Services* is based.
- Using the *Arizona Dictionary and Taxonomy of Human Services* in planning, budgeting, contracting/subcontracting (including agreements), reporting and evaluating.
- Identifying a lead experienced staff person (and an alternate) to be the participating organization’s representative on the Arizona Taxonomy Committee (or ATC) responsible for carrying out the purpose of the ATC and the duties and responsibilities listed in “III, D.”

III. Arizona Taxonomy Committee (ATC) membership

- A. The Chairperson of the Arizona Taxonomy Committee shall be appointed by the Director of the Department of Economic Security.
- B. Membership on the ATC comprises of one seat for each participating organization. The representative of the participating organization is appointed by the Director or Chief Operating Officer of the participating organization, or his/her delegate. There is no restriction on length of service as a member.
- C. Staffing of the ATC will be provided by the Department of Economic Security.

D. Members of the Arizona Taxonomy Committee are responsible for:

1. Identifying the need for new services or for modifying definitions of existing services on behalf of their organizations;
2. Approving all changes, additions or deletions to the *Arizona Dictionary and Taxonomy of Human Services*;
3. Overseeing the activities of the ATC Operations Subcommittee;
4. Training and providing technical assistance about the *Arizona Dictionary and Taxonomy of Human Services* within their own organizations;
5. Coordinating their organization's response to recommended additions, revisions or deletions to the *Arizona Dictionary and Taxonomy of Human Services*;
6. Attending and participating in ATC meetings regularly;
7. Participating on *ad hoc* subcommittees and/or the standing Operations subcommittee, as needed, to achieve the goals, purpose and principles of the ATC.

IV. The Operation of the Arizona Taxonomy Committee

A. Quorum

A quorum shall be 25% of the membership of the Arizona Taxonomy Committee.

B. Voting

1. One designated representative from each participating organization, or his/her delegate, is a voting member.
2. The committee strives for consensus in making decisions. When consensus is not possible and a decision must be made, a simple majority vote of voting members in attendance at the meeting will prevail.
3. Items to be voted on will be listed on the agenda and transmitted to ATC members prior to the meeting.
4. If a quorum is not present, the item will be tabled.

C. Meeting Procedures

Maximum opportunity will be given for free discussion to assist in developing consensus. Robert's *Rules of Order* will be used as necessary, unless otherwise provided for in these bylaws.

D. Meetings will be open to the public. Comments from the public are welcome.

V. Process for Proposing New Services or Revisions to Existing Services

The goal of the *Arizona Dictionary and Taxonomy of Human Services* is to describe all human services provided within the state of Arizona.

- A. Any person, agency or organization may propose a new service or a revision to an existing service by completing a "Request for a New or Revised Program/Grouping/Service" form. The form is part of this document.
- B. All requests for new services or revisions to existing services will be submitted by the designated representative (or delegate) of a sponsoring participating organization to the Chairperson of the ATC.

- C. To request and receive approval for new services or revision to any existing taxonomy program, cluster, or service the “Request for a New or Revised Program/Cluster/Service” form must be completed. This form will assist the requester to provide the criteria used for defining services. The ATC Chair may make an exception and allow another method to present revisions depending on complexity of revisions/additions being proposed.
- D. Requests will be referred by the Chairperson to an *ad hoc* subcommittee (as described in VIII).
- E. The results of the *ad hoc* committee process will be formally presented to the ATC for a decision. The decision of the ATC may be: to accept the new/revised service; to request the *ad hoc* subcommittee to redo and resubmit their proposal to the ATC based on guidelines and/or direction from the ATC; or not to accept the recommendation. The ATC may refer the new/revised service recommendation to the Operations subcommittee to resolve coding or structural issues.
- F. Reconsideration of ATC Decisions:

Once an issue has been decided, reconsideration will be heard by the Arizona Taxonomy Committee only if there has been a substantive change that would make such reconsideration necessary and/or imperative.
- G. Appeals will follow procedures described in VI.

VI. Appeals Process:

The Appeals Process applies only to actions of the ATC relating to decisions about development of new services or revisions to existing services in the *Arizona Dictionary and Taxonomy of Human Services*.

If the Arizona Taxonomy Committee does not approve a service or takes an action opposed by a participating organization, the representative of the participating organization may invoke the Appeals Process as follows:

- A. The representative of the participating organization filing an appeal will submit a written request for a review to the Chairperson of the Arizona Taxonomy Committee. This request will include reasons for the request and documentation supporting the request.
- B. The Chairperson shall forward the appeal and accompanying documentation to the Director of the Arizona Department of Economic Security. Documentation will include:
 - 1. Minutes from the ATC documenting the Committee decision,
 - 2. Information from the *ad hoc* subcommittee including: (a) available documentation from those proposing and opposing the action under appeal; (b) written documentation from the original proposal; (c) the written recommendation from the ATC *ad hoc* subcommittee to the ATC; and
 - 3. The request for appeal and accompanying information.
- C. The Director of the Arizona Department of Economic Security will consult with the Director of the appealing agency, and other impacted agencies, prior to making a decision on the appeal.
- D. The Director of the Department of Economic Security shall have the final authority to resolve contested issues.

VII. Publication of the *Arizona Dictionary and Taxonomy of Human Services*

- A. The *Arizona Dictionary and Taxonomy of Human Services* is printed, the web page updated, and the State Procurement Office apprised of changes annually and distributed to all participating and interested organizations by the Department of Economic Security in the format proposed by the Operations subcommittee and approved by the ATC.
- B. Since the *Taxonomy* is part of an ongoing process, addenda may be printed to add new or revised services created between annual publications.

VIII. The Operations Subcommittee

There shall be a standing Operations subcommittee.

- A. Membership on the Operations subcommittee shall consist, at a minimum, of members from the ATC as follows:
 - 1. Two representatives of State Agencies;
 - 2. Two representatives from outside of Maricopa County;
 - 3. Two representatives-at-large.
- B. Members will serve on the Operations subcommittee as follows:
 - 1. Operations subcommittee membership will be reviewed annually by the Chairperson;
 - 2. Operations subcommittee membership can be extended from year to year at the discretion of the Chairperson;
- C. The Operations subcommittee is responsible to the ATC and the Chairperson in the areas of process, structure and coding. Specifically, the Operations subcommittee is responsible for:
 - 1. Reviewing and monitoring adherence to the principles (e.g. consistency, mutual exclusivity, hierarchy) and the coding structure of the *Arizona Dictionary and Taxonomy of Human Services*;
 - 2. Marketing the *Arizona Dictionary and Taxonomy of Human Services* within the community and potential users.
 - 3. Coordinating the development of training materials and promoting training throughout the state.
 - 4. Maintaining the ATC bylaws and recommending changes to the bylaws to the ATC;
 - 5. Reviewing utilization of *Arizona Dictionary and Taxonomy of Human Services* service titles and recommending deletions of services no longer used or necessary;
 - 6. Recommending changes in coding and identifying services/service definitions that deviate from *Arizona Dictionary and Taxonomy of Human Services* principles to the Chairperson of the ATC;
 - 7. Reviewing and recommending changes to the process of changing, adding and deleting services;
 - 8. Orienting and training new members to the ATC.
- D. The Operations subcommittee will not perform functions assigned to *ad hoc* subcommittees (i.e. develop new services or revisions to existing services).

IX. *Ad hoc* Subcommittees

- A. The purpose of *ad hoc* subcommittees is to review requests for revisions to existing services or additions of new services and to prepare recommendations regarding this request to the ATC.
- B. Processes
 - 1. The Chairperson of the Arizona Taxonomy Committee shall assign responsibility to review any requests for revisions to existing services or additions of new services to the *Arizona Dictionary and Taxonomy of Human Services* to an appropriate member of the ATC.
 - 2. The member of the ATC assigned the task will be responsible for convening an *ad hoc* subcommittee comprising of persons from all organizations having an interest in that service. Membership on *ad hoc* subcommittees is not restricted to members of the ATC. Additional appropriate experts may also be asked to participate in a review and discussion of the request.

3. In their work, the subcommittees shall honor the goals, purpose and principles of the *Arizona Dictionary and Taxonomy of Human Services* and, to the extent possible, meet the needs of all participating organizations.
 4. *Ad hoc* subcommittee meetings will be open to the public, and community input is encouraged as a part of the review and discussion process.
 5. Consensus is the primary outcome desired on all decisions. If consensus is not obtainable, the *ad hoc* subcommittee will vote. Only representatives from ATC participating organizations are permitted to vote. If there is a significant difference of opinion, a minority report, along with the majority report, will be submitted to the ATC.
 6. If, in the course of deliberations, *ad hoc* subcommittees make recommendations for changes that impact other services not previously considered for change, a "Request for a New or Revised Program/Grouping/Service" form shall be prepared by the *ad hoc* subcommittee and forwarded to the Chairperson of the ATC for assignment.
- C. The written report from the *ad hoc* committee process will be provided to the ATC Chairperson for distribution to all ATC members prior to the next ATC meeting. The report and recommendations will be formally presented to the ATC for a decision. The ATC may decide: to accept the new/revised service; to request the *ad hoc* subcommittee to redo and resubmit their proposal to the ATC based on guidelines and/or direction from the ATC; or to not accept the recommendation. The ATC may also refer it to the Operations subcommittee for dealing with issues relating to structure and coding.

X. Responsibilities of the Chairperson

The Chairperson of the ATC has authority to:

- A. Convene meetings of the ATC on a schedule agreed to by the ATC;
- B. Call emergency meetings of the ATC at his/her own discretion;
- C. Direct the ATC support staff and support activities;
- D. Represent the ATC to the Director of DES, the governor's office and to the public;
- E. On an emergency basis, approve the use of a Service Title (and associated Definition and TRM) for one year until the ATC can act on the request;
- F. Assign Titles and Definitions for Clusters of Services and Programs until the ATC can act on the request;
- G. Assign "Requests for a New or Revised Program/Cluster/Service" to ATC members and identify minimum agency representation on *ad hoc* subcommittees;
- H. Conduct all other ATC activities in the manner described by these bylaws.

XI. Annual Review of the Membership, Organization and Bylaws of the ATC

The membership, organization and operating bylaws will be reviewed/confirmed annually by the ATC.

APPENDIX IV

ADDITIONS OR CHANGES TO THE ARIZONA DICTIONARY AND TAXONOMY OF HUMAN SERVICES

It is the intention of the Arizona Taxonomy Committee that the *Taxonomy* be a useful working document for all participants. The process of adding or changing services allows for the immediate use of a new service.

An idea or change may be proposed to a member of the Taxonomy Committee by someone not holding a seat on the Committee, or may be proposed by a Committee member. A form entitled "Request for a New or Revised Program/Cluster/Service" must be completed for each new or modified service. The proposed change or addition will be referred to the Chairperson of the Taxonomy Committee, who will forward it to an *ad hoc* subcommittee of the Arizona Taxonomy Committee, which will meet on an as-needed basis to allow sufficient time for the planning, budgeting, contracting, reporting or evaluation process.

The subcommittee will determine if the proposed change or revision meets the criteria for a new or modified service. The "Request for a New or Revised Program/Cluster/Service" form will be submitted for any new or modified service. The subcommittee will assess whether a current service could be modified or used in its present form. Providers or interested individuals are free to attend subcommittee meetings and explain the need for the change or revision. It is the intent that the subcommittee be as inclusive as possible. The subcommittee develops the recommendation concerning the inclusion of the change or addition in the *Taxonomy*. If the change/addition is recommended for acceptance, it will be forwarded to the entire Arizona Taxonomy Committee for review and decision.

The following standards will apply when the subcommittee reviews a change/addition to the *Arizona Dictionary and Taxonomy of Human Services*:

1. The ATC shall honor the purpose and thrust of the common language for use in human services delivery.
2. The ATC shall use Federal titles and definitions when required for funding and human services delivery.
3. The ATC shall use State Statute titles and definitions when required, if Federal sources do not so stipulate, for funding and human services delivery.
4. The ATC will choose a title and definition that meets State agency as well as community needs when Federal/State definitions allow latitude and/or flexibility in naming and defining human services.

When the Arizona Taxonomy Committee accepts the new or modified service, the service will be immediately added to the *Taxonomy* in an addendum, thereby allowing immediate use of the service.

If the subcommittee and the Arizona Taxonomy Committee reject the service, the agency submitting the service for consideration has the right to appeal the committees' decisions to the Director of the Department of Economic Security. The agency proposing the service would write a formal appeal and submit it to the Chairperson of the Arizona Taxonomy Committee, who would add written documentation of the Committee's deliberations. Complete documentation would accompany subcommittee or Arizona Taxonomy Committee's action to reject a service. The Director of DES would consult with the Director of the appealing agency and other impacted agencies before making the final decision on the inclusion or exclusion of the proposed service in the *Arizona Dictionary and Taxonomy of Human Services*.

Arizona Dictionary and Taxonomy of Human Services
Request for a New or Revised Program/Cluster/Service

Please complete all the information on this form and forward to the Arizona Taxonomy Committee Chairperson identified in the appendix. Recommendations for new or revised services should be received prior to September of each calendar year in order to ensure inclusion in the document.

Name of Agency/Department/Administration requesting change:

Contact person: _____ Telephone: _____

Mailing address: _____

Name of Taxonomy Committee member submitting the request: _____

Program/Service Title (Proposed or existing): _____

Proposed Service/Program description: _____

Proposed Taxonomy Reporting Measure (TRM): _____

A measure that provides a uniform, consistent indicator of a human service. TRM is only one of several service indicators and is not intended to measure all aspects of a service. TRM is to be used for reporting purposes within the context of the Arizona Dictionary and Taxonomy of Human Services.

Service Code Number: _____ (If modifying an existing service)

Proposed Location in Taxonomy: _____ Cluster: _____

Program: _____

CRITERIA FOR A SERVICE:

The following criteria apply to all services to be added or modified in the *Arizona Dictionary and Taxonomy of Human Services*.

A service and program description is general, mutually exclusive and states what is provided.

The Service/Program description is:

mutually exclusive or discrete	<input type="checkbox"/> Yes	<input type="checkbox"/> No
non-target group specific	<input type="checkbox"/> Yes	<input type="checkbox"/> No
non-setting specific	<input type="checkbox"/> Yes	<input type="checkbox"/> No
non-funder specific	<input type="checkbox"/> Yes	<input type="checkbox"/> No
activity-based (level of intensity may vary)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
required by federal law*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

source _____

required by state statute* ☐Yes ☐No

source _____

*Attach Documentation of federal/state requirement.

FOR NEW SERVICES/PROGRAMS:

What other existing services were reviewed? _____

Why won't the proposed service fit into an existing service title(s)? What is unique about the activities of this service that makes it different from an existing service(s)?

FOR CHANGES TO EXISTING SERVICES/PROGRAMS (INCLUDING DELETIONS OF SERVICES):

What is the reason/justification for the change? _____

SUBCOMMITTEE RECOMMENDATION: **ACCEPT:** _____ **REJECT:** _____

Reasons for Recommendation (Acceptance or Rejection)

PRO: _____

ASSIGNED TO: Cluster _____ Program _____

CON: _____

(If rejected, attach detailed justification)

Chair _____ Date _____

ARIZONA TAXONOMY COMMITTEE ACTION: **ACCEPT:** _____ **REJECT:** _____

Reasons for Recommendation (Acceptance or Rejection)

PRO: _____

ASSIGNED TO: Cluster _____ Program _____

CON: _____

(If rejected, attach detailed justification)

Chair _____ Date _____

APPEALS PROCESS: **ACCEPT:** _____ **REJECT:** _____ **NOT REQUESTED:** _____

Reason for decision _____

APPENDIX V
ARIZONA TAXONOMY COMMITTEE MEMBERS

MEMBERS/PHONE	ORGANIZATION/ADDRESS
Angulo Alcira, Chairperson (602) 542-0213 FAX: (602) 542-6000 aangulo@azdes.gov	Department of Economic Security (DES) Policy and Planning Administration 1789 West Jefferson, (Site Code 837A) Phoenix, Arizona 85007
Bowden Judy (480) 834-2109 FAX: (480) 834-8184 judy.bowden@mesaunitedway.org	Mesa United Way 137 E. University Drive Mesa, Arizona 85201
Clark Jean (602) 542-9136 Fax: (602) 542-5508 Jean.clark@ad.state.az.us	Arizona Department of Administration State Procurement Office 15 South 15th Avenue # 104 Phoenix, Arizona 85007
Dempsey Susan (928) 782-1886 FAX: (928) 329-4248 susand@wacog.com	Western Arizona Council of Governments (WACOG) 224 South 3 rd Avenue Yuma, Arizona 85364
Gaar Rich (520) 432-5301 FAX: (520) 432-5858 rgaar@seago.org	Southeastern Arizona Governments Organization (SEAGO) 118 Arizona Street Bisbee, Arizona 85603
Guerrero Olivia B (520) 836-2758 FAX: (520) 421-2033 oliviag@pgcsc.org	Area Agency on Aging Pinal/Gila Council for Senior Citizens 1895 North Trekell Road, Ste. 2 Casa Grande, Arizona 85222

ARIZONA TAXONOMY COMMITTEE MEMBERS

MEMBERS/PHONE	ORGANIZATION/ADDRESS
Johnson Verna (602) 258-4822 FAX: (602) 258-4825 verna.johnson@itcaonline.com	Inter Tribal Council of Arizona 2214 North Central Avenue, Suite 100 Phoenix, Arizona 85004
Lawler, Mary Beth (602) 631-4856 FAX: (602) 776-3356 mblawler@vsuw.org	Valley of the Sun United Way (VSUW) 1515 East Osborn Road Phoenix, Arizona 85014
Leyvas, Marge (602) 506-4983;602-506-4815 FAX: (602) 506-4982 mleyvas@mail.maricopa.gov	Maricopa County Department of Human Services 234 N. Central Ave., Suite 3000 Phoenix, Arizona 85004
Lupu Marian (520) 790-7262 FAX: (520) 790-7577 mlupu@pcoa.org	Pima Council on Aging Area Agency on Aging Region II 5055 East Broadway Blvd., Suite C104 Tucson, Arizona 85711
Lynch Martha (602) 771-1110 FAX: (602) 771-1202 marthal@azcommerce.com	Department of Commerce Chief Procurement Officer 1700 W. Washington, Suite B-32 Phoenix, Arizona 85007
Markley, Dona Marie (602) 542-1269 FAX: (602) 542-1062 markled@azdhs.gov	Department of Health Services Office of the Director 150 N. 18 th Ave., Suite 500 Phoenix, Arizona 85007
Nowinski, Stacia (602) 542-9534 FAX: (602) 364-1309 snowinsk@supreme.sp.state.az.us	Administrative Office of the Courts Arizona Supreme Court 1501 West Washington, Ste. 337 Phoenix, Arizona 85007
Patterson Diann (602) 542-6677 FAX: (602) 542-4992 DPatterson@azdjcc.gov	Department of Juvenile Corrections Contracts/Purchasing 1624 West Adams, Rm. 1 Phoenix, Arizona 85007

ARIZONA TAXONOMY COMMITTEE MEMBERS

MEMBERS/PHONE	ORGANIZATION/ADDRESS
Peeples, Douglas (602) 542-4352 Fax: (602) 542-3099 DPeeple@ade.az.gov	Department of Education 1535 West Jefferson – Bin 37 Phoenix, Arizona 85007
Potler Lynne (520) 792-1093 FAX: (520) 792-9151 lpotler@pagnet.org	Pima Association of Governments (PAG) 177 North Church, #405 Tucson, Arizona 85701
Potter Irma (520) 866-6788 FAX: (520) 866-6708 Irma.Potter@co.pinal.az.us	Pinal/Gila Long Term Care Provider Services Administrator 971 N. Jason Lopez Circle, Bldg D P.O. Box 2140 Florence, Arizona 85232
Robles, Andrea (520) 689-5004 FAX: (520) 689-5020 ARobles@caagcentral.org	Central Arizona Association of Governments (CAAG) Historic Belmont Bldg. 271 Main Street Superior, Arizona 85273
Rollins, Isabel (928) 213-5242 FAX: (928) 773-1135 irollins@nacog.org	Northern Arizona Council of Governments (NACOG) 119 East Aspen Flagstaff, Arizona 86001
St. Peter, Amy (602) 254-6300 FAX: (602) 254-6490 astpeter@mag.maricopa.gov	Maricopa Association of Governments (MAG) 302 North 1 st Ave., Suite 300 Phoenix, Arizona 85003
Schmidt Rita (602) 364-0197 FAX: (602) 542-4496 RSchmidt@azdes.gov	Department of Economic Security (DES) Office of Procurement 1789 West Jefferson (Site Code 805Z) Phoenix, Arizona 85007
Stewart Laraine (602) 264-2255 FAX: (602) 230-9132 stewart@aaaphx.org	Area Agency on Aging Region 1, Inc. 1366 East Thomas Road, Suite 108 Phoenix, Arizona 85014

ARIZONA TAXONOMY COMMITTEE MEMBERS

MEMBERS/PHONE	ORGANIZATION/ADDRESS
Tropea Fran (602) 534-7637 FAX: (602) 534-3915 fran.tropea@phoenix.gov	City of Phoenix Human Services Department 200 West Washington, 19 th Floor Phoenix, Arizona 85003-1611
Vehonsky Jennifer (602) 417-4732 FAX: (602) 256-6756 jennifer.vehonsky@azahcccs.gov	Arizona Health Care Cost Containment System (AHCCCS) 801 East Jefferson; Mail Drop 4200 Phoenix, Arizona 85034
Wyaco LaVerne (928) 871-6783/871-6868 FAX: (520) 871-6793 laverne.wyaco@nndoh.org	Navajo Area Agency on Aging P.O. Box Drawer 1390 Administration Bldg. 2 Window Rock, Arizona 86515-1390

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